

**DRAFT OF MINUTES PROPOSED FOR ADOPTION BY THE GREENVILLE
HISTORIC PRESERVATION COMMISSION**

October 25, 2011

The Greenville Historic Preservation Commission held a meeting on the above date at 7:00 p.m. in the City Council Chambers of City Hall located at 200 West Fifth Street.

COMMISSION MEMBERS PRESENT:

JEREMY JORDAN, CHAIR
RYAN WEBB
KERRY CARLIN
DENNIS CHESTNUT

JORDAN KEARNEY
SARA LARKIN
MAURY YORK

COMMISSION MEMBERS ABSENT

CHARLOTTE COHEN
ROGER KAMMERER
ANN SCHWARZMANN

STAFF MEMBERS PRESENT: SETH LAUGHLIN, PLANNER; VALERIE PAUL, SECRETARY; JONATHAN EDWARDS, COMMUNICATIONS TECHNICIAN; CHRIS PADGETT, CHIEF PLANNER; BILL LITTLE, ASSISTANT CITY ATTORNEY

ADDITIONS/DELETIONS TO AGENDA

Mr. Seth Laughlin requested that they add the following items under New Business:
6. Historic Preservation Loan Program - Recommended Revision
7. Staff Reports - Minor Works

Mr. Ryan Webb made a motion to approve the agenda with changes, Mr. Dennis Chestnut seconded and the motion passed unanimously.

NEW BUSINESS

New Member Introductions

Mr. Laughlin welcomed their newest members, Ms. Sara Larkin and Mr. Maury York. Both are Tar River University Neighborhood Association (TRUNA) residents that have long-standing memberships with other preservation associations and committees, and they have firsthand knowledge of living in a historical district.

Local Landmark Database Update

Mr. Laughlin called the Commission's attention to the template that was provided in their packets. He said that Staff would be working to update the database so that each of the landmarks would have a page like it; he welcomed input from the Commission.

Chairman Jordan said that he thought that it looked good.

Mr. Chestnut agreed.

College View Historic District Database Update

Mr. Laughlin said that the photographs in the current database are from 2005; he said that Staff would work on updating the pictures and coordinating with the City's Information Technology Department to ultimately link the properties and information about the properties to an interactive map.

Mr. Chestnut asked if this update would coincide with the yearly physical visits to the properties.

Mr. Laughlin answered that the yearly physical visits is what prompted the College View District Database Update.

Hurricane Irene Storm Damage Update

Mr. Laughlin reported that there were:

- 8 Minor Works/Certificates of Appropriateness (COA's)
- Several roofs will be in need of repair due the fact of overburdened contractors
- According to the City's Public Works Department, approximately 25 large trees were down in the College View Historic District area
- There were 400-500 "Hangers" in the area, which are large limbs constituting some danger if they have to be removed.
- Remaining stump removal will be bid out by late November 2011; removal should be underway by early January 2012.

Mr. Webb asked if there were any COA's from the Locally Designated Landmarks.

Mr. Laughlin answered that they were all from the College View area.

Mr. Webb asked if the old Federal Courthouse is a locally designated landmark.

Mr. Laughlin answered that he was not aware if it was or not.

Attorney Little answered that it is designated local landmark.

Mr. Webb asked if it is owned by the federal government. He said that there is a large tarp across the back of it and he also asked if the City planned to fix the fence around the Chamber; he asked that Staff look into both matters.

HP Loan Program Update

Mr. Laughlin gave an update on the program:

- Staff was approached by a potential applicant interested in repairs to a slate roof.
- Current program standards taken from the Façade Improvement Grant program prohibits funding of roof projects.
- Staff discussed this possible conflict with SHPO staff who did recommend that the HPC make allowances for repairs to character-defining roofs
- Changes to program guidelines would require two (2) readings

Page 4 of Program Document: *Examples of projects that cannot be funded, either in whole or part by the loan program:*

- a) Installation of vinyl replacement windows
- b) Installation of modern siding materials such as vinyl or fiber-cement
- c) Sandblasting of exterior bricks, which causes them to deteriorate;
- d) Removal of historic features; and
- e) **Roof repairs.**

- Staff recommends removal of **e) Roof Repairs** from program standards
- HPC may direct staff to create proposed program standards describing specific roof types for consideration (slate, wood shingle, tile, metal, etc)
- HPC could direct staff to place the 1st reading on the upcoming November agenda, and 2nd in January.
- Revised standards would become effective in January 2012.

Chairman Jordan said that he could see allowing materials such as slate or some other historically significant material.

Mr. York said that he agreed since there are some people that may think that it is too expensive to repair a slate or tile roof, or they may be unaware that there are contractors that can do the work; he feels that anything the Commission could do to help would be worthwhile.

Mr. Laughlin said that there are several properties that have these types of roofs and would be eligible to participate.

Mr. Chestnut asked if there is a distinction between a roof repair that has been necessitated by a structural damage as compared to what might be considered general maintenance.

Mr. Laughlin said that modifications to the guidelines would be at the HPC's pleasure and applications would be considered on an individual basis.

Chairman Jordan said that applications would still be considered on a case-by-case basis, and current guidelines exclude roofs.

Mr. Laughlin answered that he was correct. He said that there was no need to rush the process and he would be willing to contact SHPO.

Mr. York said that since damage is not a criterion for other applications then they should not apply it to a roof either.

Mr. Chestnut said that although other applications are not based on damage, they are based on structural significance so that is why he is saying structure as compared to maintenance.

Attorney Little said that the Commission could put language in that would talk about repair and not general maintenance; he said that they could also include examples of what would be permissible and they could also include the option of replacing a non-contributing roof with a contributing roof.

Chairman Jordan asked if Staff could prepare a few options for the Commission to review.

Attorney Little said that they would work together on the wording.

Mr. Webb asked Staff to confirm that a flier was being sent out on a bi-annual basis to promote the loan.

Mr. Laughlin confirmed that he was correct.

Mr. Webb asked if applicants would be required to attend a workshop.

Mr. Laughlin answered that they would.

Mr. Webb asked Mr. Laughlin if they could meet with him if they could not attend one of the scheduled workshops.

Mr. Laughlin said that a Spring and a Fall workshop would be offered, but he would work with applicants and he would be open to meeting with them in his office.

STAFF REPORT: COA/MINOR WORKS

- Repair of storm damaged roof and fascia: 210 S. Library St.
- Removal of damaged tree: 801 E. 3rd St.
- Replacement of storm damaged roof (shingles): 401 S. Rotary St.
- Repair storm damaged roof (structural and shingles), porch, chimney, and repaint: 308 Lewis St.
- Repair storm damaged roof (shingles), repair chimney: 206 S. Library St.
- Repair and repaint damaged front porch wooden decking, fascia, and trim with, repaint: 409 S. Library St.
- Remove damaged trees, repair damaged gutters: 1100 E. 3rd St.
- Major roof and exterior wall repairs: 116 S. Harding St.

Mr. Webb asked if there was an update on the last house that had caught fire on Summit Street.

Mr. Laughlin said that all of their replacement windows had come in and they are all wooden. They do have two non-contributing round columns and he has informed them that they would have to be removed or replaced with square columns, which would be appropriate.

Mr. Chestnut asked if they had chosen to box the columns in.

Mr. Laughlin said that the owner had offered that option and it has not been resolved.

Mr. Webb asked if the property would be considered non-compliant.

Mr. Laughlin answered that it would.

Chairman Jordan said that he drives past the property at least once a day and he has observed that the matter had not been resolved yet, but they are watching it. Between the fires and the hurricanes, there have been scenarios that have never happened before. The Commission is working to ensure that the houses are put back the way that they were as quickly as possible.

PUBLIC COMMENT

No one spoke during the Public Comment portion.

COMMITTEE REPORTS

DESIGN REVIEW COMMITTEE

Chairman Jordan announced that Charlotte Cohen had resigned from the Commission because of an employment opportunity.

Chairman Jordan said that they had discussed their new brochure. It would be more comprehensive and designed like the Downtown Design Guidelines. They had listed all the information that they would like to have included in the brochure and they sent it to Mr. Laughlin, who had informed the committee that they had someone who would put it together and provide them with a sample.

Mr. Laughlin said that he was correct. They have a consultant who will design the brochure and provide the Commission with a sample of the product for review.

PUBLICITY COMMITTEE

Mr. Webb said that the last meeting that they had about the brochure was a combination of the two committees.

SELECTION COMMITTEE

Chairman Jordan said that they had not met.

Mr. Chestnut recalled that the old office building of the Imperial Tobacco Company had been on their list and he asked if it was designated.

Chairman Jordan said that it was not designated.

Attorney Little said that the old Imperial Tobacco Warehouse itself had been designated, but when it burned down, that took care of its designation. The grounds including any out-buildings were not designated.

Mr. Chestnut asked about the possibility of adding that building to the list.

Chairman Jordan said that he supposed that the Commission could vote to suspend the regular procedure and move it to the top of the list.

Mr. Chestnut said that he was not necessarily suggesting that they move it to the top of the list, but he is interested in it.

Chairman Jordan asked Staff to make contact and report back to the Commission with the status.

Mr. Webb asked if the process would begin in January.

Chairman Jordan said that the thought that was correct, but he would have to refer back to his notes. He described the functions of the different committees and he asked that the new members think about which committee they would like to join.

ANNOUNCEMENTS/OTHER

Mr. Laughlin reminded the Commission that the Election of Officers would be held in January.

Chairman Jordan said that since their Vice-Chair, Charlotte Cohen, had resigned, the Commission might have a situation where they would have to elect a Chair to lead the Commission if he were to be absent at the next meeting. He gave an update on the bidding for Third Street School; the School had received one bid from the Little Willie Center for \$5,000. He spoke with Claudia Deviney with Preservation North Carolina and she said that she would contact the School again to offer their services. He gave the HPC's annual presentation to the City Council and Mr. Mercer had asked him to convey his appreciation to the rest of the Commission.

Mr. Chestnut said that he had read in the City Page that the City Council would be looking at changes in the Façade Grant and he asked what the changes were.

Chairman Jordan said that it was referring to their switch to an open cycle.

Mr. Webb said that Councilwoman Marion Blackburn had asked about a property on Dickinson Avenue and he asked if Staff could come back and explain how the Demolition by Neglect Ordinance works and what the process is before a building is condemned.

Mr. York said that the Chairman could appoint him to whichever committee that he sees fit.

Chairman Jordan said that he would work with Mr. Laughlin and see which committee had vacancies.

Ms. Larkin said that she would like to be on the Design Review Committee and the Selection Committee if possible.

With there being no further discussion, Mr. Webb made the motion to adjourn, Mr. Chestnut seconded it and it passed unanimously. The meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Seth Laughlin, Planner II